

Assigned To: _____ Date Logged In: _____ Completed: _____ WO# _____

DCA Regional Marketing

Electronic Billboard Requirements

Display requests must be submitted at least 10 working days in advance. All space is first come, first served. To avoid any possible scheduling errors, please complete a separate work order for multiple date requests.

Name of Event/Program/Job	Date Submitted	Date Needed
Facility	Division	Phone Number
Contact Person	Alternate Contact	

Maximum of three lines per frame for the main display (41st Division Drive). Maximum of two lines per frame for the Madigan and North Fort Displays.

Please write your message in the space below and limit message to the space provided. Display messages run for seven days (Friday through Thursday)

Display requested: Main _____ Madigan _____ Others _____

Dates requested: Main _____ Madigan _____ Others _____

Any questions? Visit your DCA Regional Marketing Team Bldg 2013-B, Corner of 3rd and Pendelton, or call 967-4518.

WRITE MESSAGE BELOW:

Three lines for Main Gate board. Two lines for other boards.